

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE 1 OF 3 PAGES	
1. REQUEST NO. DTFAAC-10-Q-02742		2. DATE ISSUED 01/26/2010		3. REQUISITION/PURCHASE REQUEST NO. AC-10-02742	
4a. ISSUED BY AMQ-310 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 380 OKLAHOMA CITY OK 73125				5. DELIVERY BY (Date) 04/15/2010	
4b. FOR INFORMATION CALL: (No collect calls)				6. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
				5. DESTINATION a. NAME OF CONSIGNEE A6973NXM	
NAME Andrew Hutchcraft		TELEPHONE NUMBER AREA CODE 405 NUMBER 954-4940		b. STREET ADDRESS 6973NX FAA AERO CENTER AMA 800 INTERNATL TRAINING DIV ANF 1 RM 220 PO BOX 25082 OKLAHOMA CITY OK 731250082	
7. TO: a. NAME		b. COMPANY		c. CITY OKLAHOMA CITY	
c. STREET ADDRESS				d. STATE OK	
d. CITY		e. STATE		f. ZIP CODE 731250082	
9. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 4a ON OR BEFORE CLOSE OF BUSINESS (Date) 02/16/2010 1500 CT		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 4a. This request does not commit the Contract Authority to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			
10. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Period of Performance: 04/15/2010 to 07/30/2010 Instructional Services for FAA Course 15004 including related language/cultural enrichment activities. Travel will not be paid separately. Proposed dates of training are April 20 - May 21, 2010. These dates are subject to change or cancellation. Estimated amount is for two (2) instructors. Two (2) instructors are required for classes with more than ten (10) participants. Only one (1) is required for 10 or fewer. ISO9000: N Delivery: 04/15/2010				
0002	Instructional Services for FAA Course 15004 including related language/cultural enrichment Continued ...				
11. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached					
12. NAME AND ADDRESS OF QUOTER		13. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		14. DATE OF QUOTATION	
a. NAME OF QUOTER		15. SIGNER			
b. STREET ADDRESS					
c. COUNTY		a. NAME (Type or print)		b. TELEPHONE	
d. CITY		e. STATE		f. ZIP CODE	
		c. TITLE (Type or print)		NUMBER	

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED DTFAAC-10-Q-02742		PAGE 2	OF 3
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0003	<p>activities. Travel will not be paid separately. Proposed dates of training are May 24-June 25, 2010. These dates are subject to change or cancellation.</p> <p>Estimated amount is for two (2) instructors. Two (2) instructors are required for classes with more than ten (10) participants. Only one (1) is required for 10 or fewer.</p> <p>ISO9000: N</p> <p>Delivery: 04/15/2010</p> <p>Instructional Services for FAA Course 15005. Travel will not be paid separately. Proposed dates of training are July 13-23, 2010. These dates are subject to change or cancellation. Only one (1) instructor is required for this class.</p> <p>ISO9000: N</p> <p>Delivery: 04/15/2010</p> <p>CONTRACTOR IS TO FURNISH THE FOLLOWING UNDER THE TERMS AND CONDITIONS SPECIFIED ON BOTH SIDES OF THIS ORDER AND IN ACCORDANCE WITH CLAUSES 6, 7, 8, 9, 14, 33, 37, 43 OF THE ATTACHED "PURCHASE ORDER TERMS AND CONDITIONS", AC FORM 4415-8 (04/07).</p> <p>Funding of this order is subject to fiscal year 2010 appropriation limitations enacted by the United States Congress. The Government's obligation under this order is limited to the amount required to fund operations during the period covered by the current or subsequent continuing resolution(s). Such limitations shall continue until final fiscal year 2010 appropriations are enacted and allocated to the program(s) funding this order. In the event that a continuing resolution is not extended before a permanent appropriation is enacted, it may be necessary to cease performance under this order, unless it has been determined, and notification is given by a cognizant Contracting Officer, that all or part of these services are essential to the safety of human life or the protection of public property, in accordance with the emergency provisions of the Anti Deficiency Act (31 USC 1342). In the event that final appropriations will not cover the total obligation(s) under this order, a modification will be issued to reduce the obligation(s) to available funding.</p> <p>3.10.1-22 Contracting Officer's Technical Representative (January 2008)</p> <p>(a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.</p> <p>(b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED DTFAAC-10-Q-02742	PAGE	OF
		3	3
NAME OF OFFEROR OR CONTRACTOR			

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contracting Officer under this contract.</p> <p>This clause governs the payment of travel expenses as a direct contract cost, as differentiated from indirect travel cost or Company travel that would be governed by the Contractor's internal travel policies. The Government will reimburse the contractor for travel costs, as specified in this clause, that are required, approved and incurred by contractor personnel traveling outside the commuting range of their assigned work location in performance of this contract.</p> <p>(a) Travel under this clause must be funded under the contract/order and then authorized in advance by the Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR) before travel costs are charged as a direct contract cost. Individual shall separately identify all travel related expenses claimed for reimbursement, by trip. The contractor shall submit proof of its actual purchase price for commercial transportation, lodging and any other items to be reimbursed at actual cost. Unless directed otherwise, in writing, by the CO or COTR, subsistence cost (meals and incidental expenses) shall be billed and paid on the per diem basis specified below.</p> <p>(b) Government reimbursements for claimed travel costs, including per diem, will be made in accordance with the Federal Travel Regulations (FTR), as amended, issued by the General Services Administration (GSA) and maintained on its website, http://www.gsa.gov/. Reimbursement for common-carrier fares shall be limited to actual cost of the lowest economy, standard, coach, or equivalent fare offered during normal business hours, plus customary agent fees. Any other common-carrier charges, reimbursement for private or corporate air travel or use of rental cars must be included in an advanced written authorization to travel. Expenses for transportation by private or corporate vehicles shall be reimbursed on a mileage basis at the FTR transportation rates in effect at the time the travel is accomplished, plus necessary tolls, or at the total constructive cost of common carrier transportation, whichever is most advantageous to the Government.</p> <p>(c) The contractor shall not be entitled to reimbursement under this clause for any travel costs associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work locations. All claims for reimbursement are subject to the cost principles contained in the FAA's Acquisition Management System.</p> <p>(d) Travel costs for transportation, lodging, per diem or subsistence and other related expenses shall not be burdened by any profit or indirect costs with the exception of a nominal handling charge. Nominal handling charges may be charged for travel under this clause to the extent specified in the contract/order price schedule or payment clause elsewhere in this contract.</p> <p>The Contractor Must be Escorted by an FAA Employee at all times while at FAA Facilities</p>				

BUSINESS DECLARATION

- 1 Name of Firm: _____ Tax Identification No.: _____
- 2 Address of Firm: _____ DUNS No.: _____
- 3 a. Telephone Number of Firm: _____ b. Fax Number of Firm: _____
- 4 a. Name of Person Making Declaration _____
- b. Telephone Number of Person Making Declaration _____
- c. Position Held in the Company _____
- 5 Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
- ☐ e. Other Minority (Specify) _____ ☐ f. Other (Specify) _____
- ☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (Certification letter attached) ☐ j. Service Disabled Veteran Small Business
- 6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes ☐ b. No (If "NO," provide the name and telephone number of the person who has this authority.) _____

- 7 Nature of Business (Specify all services/products) _____
- 8 (a) Years the firm has been in business _____ (b) No. of Employees _____
- 9 Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
- ☐ c. Other (Explain) _____
10. Gross receipts of the firm for the last three years:
- | | | | |
|------------------|---------------------|------------------|---------------------|
| | | a.1. Year Ending | b.1. Gross Receipts |
| a.2. Year Ending | b.2. Gross Receipts | a.3. Year Ending | b.3. Gross Receipts |
11. Is the firm a small business? ☐ a. Yes ☐ b. No
12. Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No
13. Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING

ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.

14. a. Signature _____ b. Date: _____
- c. Typed Name _____ d. Title: _____

3.2.2.3-20 Electronic Offers (July 2004)

(a) The offeror (you) may submit responses to this SIR by the following electronic means of fax and email. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions.

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to fax (405) 954-3030 or Andrew.hutchcraft@faa.gov

(f) If you chose to sent your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

(End of provision)

CONTRACTOR IS TO FURNISH THE FOLLOWING UNDER THE TERMS AND CONDITIONS SPECIFIED ON BOTH SIDES OF THIS ORDER AND IN ACCORDANCE WITH CLAUSES _6, 7, 8, 9, 14, 33, 37, 43__ OF THE ATTACHED "PURCHASE ORDER TERMS AND CONDITIONS", AC FORM 4415-8 (12/06).

PURCHASE ORDER TERMS AND CONDITIONS
(NOTE: Date of clause is that in effect on date of purchase order)

3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:
<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE AND ARE SELF-DELETING IF NOT APPLICABLE:

- 3.1.7-2 Organizational Conflicts of Interest
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
- 3.2.28-1 New Material
- 3.2.2.8-3 Delivery of Excess Quantities
- 3.2.5-1 Officials Not to Benefit
- 3.2.5-3 Gratuities or Gifts
- 3.2.5-4 Contingent Fees
- 3.2.5-5 Anti-Kickback Procedures
- 3.2.5-8 Whistleblower Protection for Contract Employees
- 3.3.1-1 Payments
- 3.3.1-6 Discounts for Prompt Payment
- 3.3.1-9 Interest
- 3.3.1-17 Prompt Payment
- 3.3.1-33 Central Contractor Registration
- 3.3.1-34 Payment by Electronic Funds Transfer/Central Contractor Registration
- 3.4.2-6 Taxes—Contracts Performed in US Possessions or Puerto Rico
- 3.4.2-7 Federal, State, and Local Taxes—Fixed Price Noncompetitive Contract
- 3.2.4-8 Federal, State, and Local Taxes Fixed Price Contract
- 3.6.2-2 Convict Labor
- 3.6.2-9 Equal Opportunity
- 3.6.3-15 Material Requirements
- 3.6.3-16 Drug Free Workplace
- 3.6.4-1 Wavier of Buy American Act for Civil Aircraft and Related Articles
- 3.6.4-2 Buy American Act—Supplies
- 3.6.4-10 Restrictions on Certain Foreign Purchases
- 3.6.4-12 European Union Sanction for End Products (applicable under \$190K)
- 3.7-1 Privacy Act Notification
- 3.7-2 Privacy Act
- 3.9.1-1 Contract Disputes
- 3.9.1-2 Protest After Award
- 3.9.1-3 Protest (this is for SIRs only)
- 3.10.1-7 Bankruptcy
- 3.10.1-11 Government Delay of Work
- 3.10.1-12 Changes—Fixed Price
 - Changes—Fixed Price Alt I
 - Changes—Fixed price Alt II
- 3.10.1-25 Novation and Change-Of-Name Agreements
- 3.10.4-1 Contractor Inspection Requirements
- 3.10.4-2 Inspection of Supplies—Fixed Price
- 3.10.4-4 Inspection of Services—both Fixed Price & Cost Reimbursement
- 3.10.4-16 Responsibility for Supplies
- 3.10.6-1 Termination for Convenience of the Government (Fixed Price)
- 3.10.6-4 Default (Fixed Price Supply and Service)
- 3.13-5 Seat Belt Use by Contractor Employees

THE FOLLOWING CLAUSES AND/OR PROVISIONS ARE APPLICABLE ONLY WHEN REFERENCED BY NUMBER ON THE PURCHASE ORDER

- 1. 3.10.9-4 First Article Approval—Contractor Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 2. 3.10.9-2 First Article Approval—Government Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 3. 3.2.2.8-2 Variation in Quantity (Permissible variation is stated in the Schedule)
- 4. 3.2.5-7 Disclosure regarding Payments to Influence Certain Federal Transactions (This applies if over \$100K)
- 5. 3.6.2-1 Contract Work Hours and Safety Standards Act—Overtime Compensation (Not if commercial or under \$100K)
- 6. 3.6.2-4 Walsh-Healey Public Contracts Act
- 7. 3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans
- 8. 3.6.2-13 Affirmative Action for Handicapped Workers
- 9. 3.6.2-14 Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era
- 10. 3.3.1-8 Extras
- 11. 3.6.2-28 Service Contract Act of 1965, as Amended
- 12. 3.6.2-29 Statement of Equivalent Rates for Federal Hires (Employee Class & Monetary Wage-Fringe Benefits Specified in Schedule)
- 13. 3.6.2-31 Fair Labor Standards Act and Service Contract Act—Price Adjustment
- 14. 3.6.2-33 Exemption from Application of Service Contract Act Provisions
- 15. 3.6.3-2 Clean Air and Clean Water (applies if over \$100K)
- 16. 3.6.3-3 Hazardous Material Identification and Material Safety Data
- 17. 3.6.3-4 Recovered Material Certification
- 18. 3.8.2-9 Site Visit
- 19. 3.8.2-10 Protection of Government Buildings, Equipment and Vegetation
- 20-30. **Reserved**
- 31. 3.3.1-24 Fast Payment Procedures
- 32. **ADVANCE PAYMENTS:** The Contractor's invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the items specified in the Schedule, and (b) either that orders have been placed in effect for the addresses required, or that the orders will be placed in effect upon receipt of payment.
- 33. **NOTICE TO SUPPLIER:** This is a firm order ONLY if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.
- 34-36 **RESERVED**
- 37. 3.11-34 F.O.B. Destination
- 38. **RESERVED**
- 39. **TRANSPORTATION COST – GOVERNMENT:** Prepay shipping charges and bill as a separate item on invoice. If shipping charges exceed \$100, a prepaid freight receipt must accompany the invoice. The Commercial bill of lading must be marked 'THESE TRANSPORTATION CHARGES ARE TO BE PAID AS A SEPARATE AND DIRECT ITEM BY THE U.S. GOVERNMENT. THEREFORE, ANY SPECIAL U.S. GOVERNMENT TRANSPORTATION RATES MUST BE APPLIED.'

40-41. **RESERVED**

42. **CUSTOMS DUTIES AND CLEARANCE:** All import shipments will be shipped in bond to Oklahoma City, Oklahoma. Clearance will be made of customs duties paid by the Government. For F.O.B. Destination shipments, these costs will be deducted from the contractor's invoice or billed to the contractor. This in no way relieves the contractor of responsibility for transportation charges or damage in shipment on F.O.B. Destination orders.

43. **NO SUBSTITUTE OR CHANGE:** No substitution or changes shall be made without prior approval of the Contracting Officer.

44. **RESERVED.**

45. **PACKING SLIP—Form 4650-12:** these are warranty repair items and are being shipped under separate cover with FAA Form 4650-12 as packing slip.

46-48. **RESERVED.**

49. **OVERHAUL OF AIRCRAFT APPLIANCES AND COMPONENTS:** AC Form 4450-26 is attached and made a part hereof.

50-51. **RESERVED.**

52. **ACQUISITION OF AIRCRAFT APPLIANCES AND COMPONENTS:** AC Form 4450-29 is attached and made a part hereof.

53-60. **RESERVED.**